



**BOARD OF DIRECTOR'S MEETING
ESPARTO COMMUNITY SERVICES DISTRICT
ESPARTO, CA**

REGULAR MEETING
April 13, 2016
MINUTES

(1) CALL TO ORDER

Chair Charles Schaupp called the meeting to order at 7:04 pm.

(2) PLEDGE OF ALLEGIANCE

All residents and members in attendance recited the pledge

(3) ROLL CALL

Present:

- Directors: Colleen Fescenmeyer, Don England, Charles Schaupp, Anna Girk
- District Counsel: Tom Barth
- General Manager: Mel Smith
- Board Clerk: Mel Smith

Public: Public present

(4) APPROVAL OF AGENDA

Chair Charles Schaupp called for a motion to approve the agenda.

Motion by: Director Anna Girk to approve the agenda as presented

Second by: Director Colleen Fescenmeyer

Discussion: None

Vote: Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

(5) PUBLIC COMMENTS

Chair Charles Schaupp opened public comment – no public comments

(6) **CORRESPONDENCE**

Chair Charles Schaupp called for correspondence

- a) General Manager referenced the information packets included in the board packets this evening indicating workshops and training sessions put on by California Special District Assoc. and the RCA, if any directors wish to attend the fee is paid for by the District.

(7) **APPROVAL OF MINUTES**

Chair Charles Schaupp called for a motion to approve the minutes of 3-9-16

Motion by: Director Anna Girk to approve the minutes of 3-9-16 as presented

Second by: Director Colleen Fescenmeyer

Discussion: None

Vote: Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

(8) **CLAIMS: FUND 466**

Chair Charles Schaupp called for a motion to approve the claim for 3-11, 3-17, 3-24, 3-30 and 4-7-2016

Motion by: Director Colleen Fescenmeyer to approve the claims for 3-11, 3-17, 3-24, 3-30 and 4-7-2016

Second by: Director Anna Girk

Discussion: Question on advertising cost.

Vote: Ayes: 4 No: 0 Abstain: 0 **Motion:** Passed

(9) **REVIEW APPLICATIONS FOR VACANT BOARD SEAT WITH POSSIBLE ACTION BY THE BOARD TO FILL THE VACANCY BY APPOINTMENT**

Chair Charles Schaupp opened the discussion to fill the vacant board seat.

General Manager indicated there were two applications for the vacant board seat, Elizabeth Breckenridge and Colin Crerar. Both applicants are present this evening.

General Manager invited each applicant to address the Board.

Board questions followed regarding qualifications and experience.

General Manager indicated the board must fill the seat within 60 days.

Chair Charles Schaupp questioned the length of job posting and where.

General Manager responded by addressing the length of time the advertisements were ran in the local papers.

Chair Charles Schaupp asked for nominations from the Board to fill the seat.

Director Anna Girk nominated Colin Crerar

Director Don England nominated Elizabeth Breckenridge.



Chair Charles Schaupp asked each nominating board member to provide the Reasoning for their nomination.

He then called for a vote and poled the board.

Vote: 3 for Colin Crerar; 1 for Elizabeth Breckenridge.

General Manager indicated that Mr. Recrar can be invited to sit on the board this evening but cannot participate or vote until he takes the oath of office before a notary.

(10) WORKSHOP DISCUSSION WITH POSSIBLE BOARD ACTION ON AMENDMENTS TO POLICY 2300: JOB DESCRIPTION (GENERAL MANAGER)

General Manager referenced the Policy Manual regarding the job description for the General Manager position. He indicated it was outdated and antiquated. He prepared two drafts for discussion this evening, one with bullet points and one with numbered sections.

- The bullet point draft was from the General Manager job description that was designed by the board but never adopted as a policy amendment in 2010. It was used to fill the General Manager position back then. This draft is more descriptive.
- The numberd draft was taken from a template on the CSDA website as a sample that districts could use for the General Manager position. He indicated the main areas that needed to be changed, reducing the educational requirements, no recognition given for business or public utilities management. General Manager went on to explain the other parameters of this job description and the lack of emphasis on the business management requirement for this position.

Discussion followed on the two drafts, pros and cons.

Discussion complete, Chair Charles Schaupp called for a motion:

1st Motion

Motion by: Director Don England to accept No. 2 (numbered version) as the new Job Description for the General Manager position to amend Policy 2300

Second by: No second

Vote: Ayes: 0 No: 0 Abstain: 0 **Motion:** Failed

2nd Motion

Motion by: Director Colleen Fescenmeyer to accept No. 1 (bullet point) Job Description for the General Manager position to amend Policy 2300

Second by: Director Anna Girk

Amended Motion: Chair Charles Schaupp referenced the change required to indicate 10 years accumulative experience in Job Description No. 1. Directors Fescenmeyer and Girk accepted the change.

Discussion: General Manager indicated to amend an existing policy requires a super majority vote.

Chair Charles Schaupp indicated there is a motion on the floor to amend Policy 2300 to adopt the new Job Description for the General Manager position.

Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed

General Manager asked for board direction with regards to posting of the General Manager position with the CSDA and in the Daily Democrat, immediately. He also asked if the Board would be comfortable with interviewing applicants at next months board meeting.

Chair Charles Schaupp directed the General Manager to place the interview process on the next agenda as an action item.

Question on length of time required for the posting and if enough time will be allotted prior to the next meeting.

General Manager will check on the required time prior to placing on the next months agenda.

(12) MANAGERS REPORT

- a) Well 5(a) repair – Now able to make the repair since Well 5 (b) is up and running. Well 5(a) will be shut down to repair a hole in the casing by installing a swedge to cover the hole. He went on to explain the repair and the cost.

Discussion followed.

- b) Cal Trans appraisal – General Manager indicated he had received the appraisal information packet for the strip of land they wish to acquire from the district to widen Highway 16. He has reviewed the information and will do so again prior to forwarding the packet to our District Counsel for his review. The proposal was to purchase the property for \$116,000. In the process we will have to relocate one monitoring well and rebuild the berm. Cal Trans got bids to relocate the well and offered to pay the district high bid plus a percentage over that bid. The district will be responsible to relocate the berm and the monitoring well.

The property represents 2.37 acres at a cost of \$18,000 per acre which they will pay plus adding in the cost of relocating and abandoning the well and rebuilding the berm.

General Manager indicated that this was just a proposal and feels there might be room for negotiation.

Question to the Board; does the board want the General Manager and the District Counsel to move forward with negotiations or require Cal Trans to go through the eminent domain process?

Discussion followed.

The Boards decision was to have the General Manager and the District Counsel move forward with negotiations.

- c) GSA update – General Manager indicated he attended the meeting put on by the WRA and the Farm Bureau in Woodland. He was quite impressed with the information provided and the knowledge plus experience that Tim O’Halloran displayed regarding the management of the ground water. Yolo County is in a good place. The drought is not over, the ground water sustainability act will continue. The WRA has a plan in place to pull together all of the local agencies and extractors within Yolo County to create a county wide GSP, Groundwater Sustainability Plan. District Counsel Tom Barth provided additional information.

(10) FUTURE AGENDA ITEMS

- a) Calendar Update
- b) Fix Parking Lot
- c) GSA Update
- d) Add “visit our website” to bill
- e) Solar update
- f) Budget committee

After review of the future agenda items, question on the formation of the Budget Committee was brought to the floor.

Chair Charles Schaupp appointed Directors Fescenmeyer and Girk to the Budget Committee.

(11) ADJOURNMENT

Chair Charles Schaupp called for a motion to adjourn the meeting

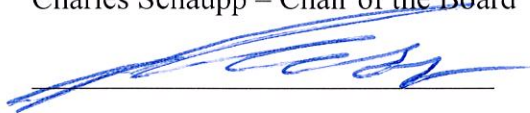
Motion by: Director Don England to adjourn the meeting

Second by: Director Colleen Fescenmeyer

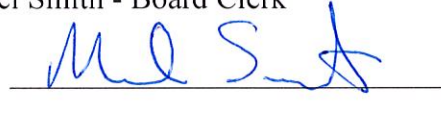
Vote: Ayes: 4 No: 0 Abstain: 0 Motion: Passed

Meeting adjourned at 8:30 pm

Charles Schaupp – Chair of the Board



Mel Smith - Board Clerk



Date: 11 May 2016

Date: 5-11-16

